

Joining a ZOOM Meeting from an Apple Mac

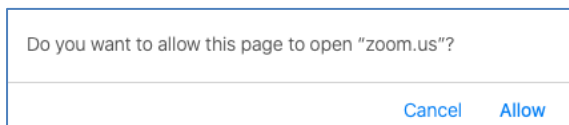
- with Zoom already installed on this computer -

Not every step here will always be necessary. When that happens just skip to next step that is showing on your screen, or that is relevant for what's happening on your screen.

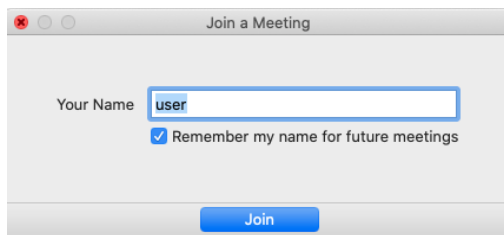
- 1) Open the email you received inviting you to the meeting, and double-click on the **meeting link**. It will look similar to that below:

Join Zoom Meeting
[https://us04web.zoom.us/j/643581815?
pwd=Y0toakRUaVRVdy93NVQ0ZmpFL3VIUT09](https://us04web.zoom.us/j/643581815?pwd=Y0toakRUaVRVdy93NVQ0ZmpFL3VIUT09)
Meeting ID: 643 581 815
Password: 103137

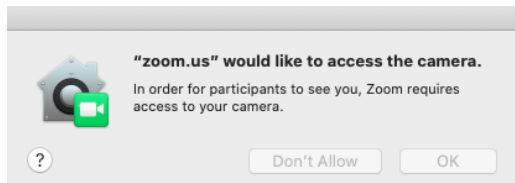
A dialog may appear asking for permission to open the www.zoom.us webpage. If so click on the **Allow** button.



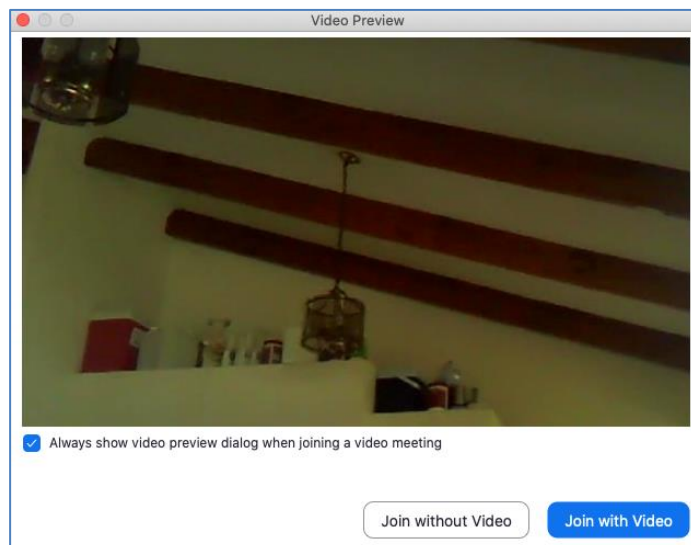
- 2) Another dialog may appear asking for a name to use for you for the meeting. If so enter the name you want to use, tick **Remember my name** if you want that, then click on the **Join** button.



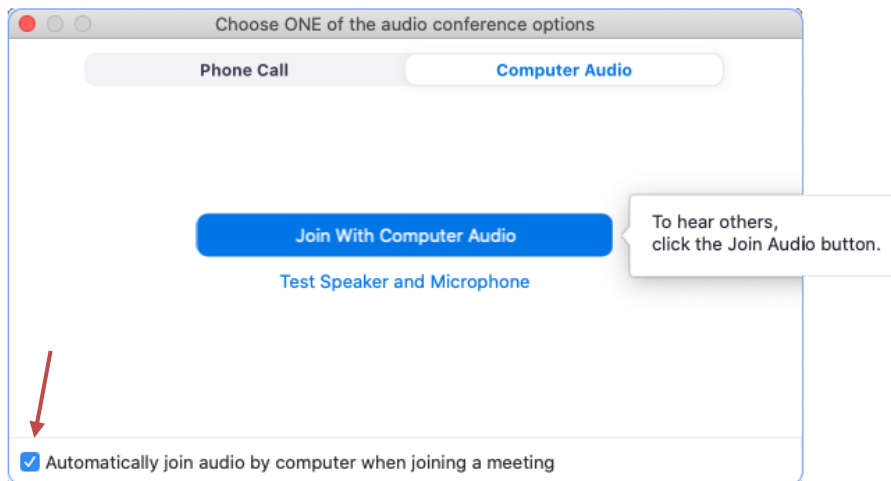
- 3) The following window may be displayed. If it is click on **OK**.



- 4) Then a "Video Preview" window may appear (it will show you in it) . If so click on the **Join with Video** button.



The following window will be displayed, so that you can choose whether you are using your phone or your computer to attend the meeting. By default “Computer Audio” will already be selected.



5) In the screen above you need to do two things:

- a) Make sure the **Automatically join audio by computer when joining a meeting** checkbox is ticked by clicking in it till it is, then...
- b) Finally, click on the **Join with Computer Audio** button. You will then be in the “Zoom Meeting” window, now present at the meeting, where you will see the live picture of the host.

(the host is not shown in the screenshot below)

